



CITY OF ATLANTA

Job Announcement

COURT CLERK, SENIOR (Bilingual Interpreter)

STARTING SALARY: \$29,231
SALARY GRADE: 11

Applications Accepted From: March 27, 2006 until April 7, 2006

Minimum Job Requirements*

Persons applying must have a high school diploma or GED required; at least one year of paid experience in language interpretation required; experience interpreting in judicial, law enforcement, legal or related field in a professional capacity preferred. Applicant must be licensed as a registered and/or certified Court Interpreter through the Georgia Commission on Interpreters. Applicant must possess native-like fluency in Spanish as well as English. An Associate's or Bachelor's degree in Spanish, public or court administration or a related field preferred.

Licenses and Certificates**

Applicants for this position must possess a valid driver's license at the time of application. A valid Georgia driver's license must be presented for verification at the time of appointment.

Duties of the Job:

This employee performs a variety of tasks related to providing Spanish language interpretation for the Court. Duties include but are not limited to communicating with defendants to obtain and provide information regarding court cases to judges, staff and attorneys as necessary; overseeing the Court Interpreter program; creating bilingual forms for the Court's use; providing training to court employees as needed and performing additional tasks as required.

To Apply For This Job

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

Resumes will not be accepted in lieu of application.

Apply at: Department of Human Resources, 68 Mitchell Street S.W., Suite 2120 Atlanta, GA 30335-0306.

Phone: (404) 330-6369

www.atlantaga.gov

FAX: (404) 658-6157

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation, Gender Identity or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

THE HIRING AUTHORITY WILL CONTACT ONLY THOSE APPLICANTS WHOSE QUALIFICATIONS THEY DEEM MOST COMMENSURATE WITH THE POSITION WITHIN 30 DAYS OF THE EXPIRATION OF THIS BULLETIN. NO OTHER COMMUNICATION WILL BE SENT REGARDING THE STATUS OF YOUR APPLICATION.

This position requires the successful completion of a drug screen, physical examination and background check